



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 18<sup>th</sup> MEDICAL COMMAND  
UNIT #15281  
APO AP 96205-0054

REPLY TO  
ATTENTION OF:

EAMC-L-LP (40)

16 OCT 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 61, Contracting Officer Representatives

1. References. USFK Regulation 715-2, dtd 2 Jul 94
2. Purpose. The purpose of this policy memorandum is to outline requirements and procedures for appointing Contracting Officer Representatives (COR) for 18<sup>th</sup> Medical Command (MEDCOM) services contracts.
3. Background. Per USFK Regulation 715-2, any contract for services or construction with a total value of \$25,000 or greater, requires a COR. Furthermore, any contracts less than \$25,000 for services of a sensitive nature, or which require specialized skills (i.e. medical professionals) must also have a COR.
4. Responsibilities.
  - a. Contract Initiator. The unit, department or section that initiates a services contract is responsible for the following:
    - (1) Surveillance Plan Draft. A draft of the contract surveillance plan must be included with the request for the contract. An example of a contract surveillance plan is provided in Appendix B of USFK Regulation 715-2. USFK Regulation 715-2 is available on the 18<sup>th</sup> MEDCOM Deputy Chief of Staff for Logistics (DCSLOG), Plans & Acquisition Division website.
    - (2) COR Nomination. Qualified individuals who work in or near, or have regular access to the section where the contractor will be working should be nominated by the command, in writing, as a COR. "Qualified" means that nominees are familiar enough with the scope of work to competently evaluate the services provided by the contractor. A primary and alternate COR must be identified for each contract. Nominees should have at least nine months remaining before Date Eligible for Return from Overseas (DEROS). Six weeks prior to the DEROS of the COR (primary and/or alternate), the unit is responsible for identifying a replacement COR, coordinating COR training from United States Army Contracting Command – Korea (USACCK), and requesting a COR appointment letter from USACCK. The COR nomination letter must include the proposed COR name, rank, DEROS, and telephone number.

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(3) Training. The unit must coordinate for COR training for the nominee from USACCK. This may be scheduled by calling USACCK at 724-3337.

b. COR. The COR is responsible for monitoring the contractor in accordance with USFK Regulation 715-2, as per guidance provided in the USACCK training class and COR guide. The surveillance plan will be the primary tool used for contractor evaluation. The COR is also responsible for insuring that the command is aware of, and knows to take appropriate action, at least 60 days prior to the contract expiration.

c. 18<sup>th</sup> MEDCOM Deputy Chief of Staff for Logistics (DCSLOG). The 18th MEDCOM DCSLOG Logistics Plans and Acquisition Division will monitor contracts of the type listed in paragraph 3 above, assist in coordinating with USACCK, and conduct inspections of units/departments/sections for COR compliance. The Chief Logistics Plans and Acquisition Division, DCSLOG, 18<sup>th</sup> MEDCOM will also maintain a list of all applicable contracts to monitor the appointment, training, and replacement of CORs.

5. The point of contact for this memorandum is the Chief of Logistics Plans and Acquisition Division, Deputy Chief of Staff for Logistics, 18<sup>th</sup> MEDCOM at DSN 736-3203 / 7165.



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Commanding

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